

No.12040/28/2016-FTC/IR  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
[Training Division]

Block-4, Old JNU Campus  
New Mehrauli Road, New Delhi-67  
Dated: 15.07.2016

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**TRAINING CIRCULAR**

Subject: Knowledge Co-Creation Programme on “Intellectual & Development Disabilities in Community Activities” to be held in Japan from 09.01.2017 to 18.02.2017 (third country phase in Cambodia from 19.02.2017 to 04.03.2017) under Technical Cooperation Programme of the Government of Japan.

The undersigned is directed to state that the Japan International Cooperation Agency (JICA) has invited applications for Knowledge Co-Creation Programme on “Intellectual & Development Disabilities in Community Activities” to be held in Japan from 09.01.2017 to 18.02.2017 (third country phase in Cambodia from 19.02.2017 to 04.03.2017) under Technical Cooperation Programme of the Government of Japan.

2. The programme aims to analyze the situation of Person with Intellectual Disability (PWID) in the respective countries/areas, to introduce the situation of PWID in Japan, to analyze the community approach to support PWID in developing countries and to formulate/implement an action plan to improve the situation of PWID in the countries/areas.
3. The applying organizations are expected to nominate officers who are responsible for administration, planning and implementation of field programmes for community development, social welfare (especially welfare of persons with disabilities), community health, or community based rehabilitation centers for persons with intellectual disabilities. The applicant should have competent command over spoken and written English; must be in good health (both physically and mentally); be more than 30 years of age. More details may be seen in the brochure.
4. In addition, the following information in respect of the nominated officers may please be mentioned while furnishing the nomination:-
  - a) Whether attended any foreign training program in the past? If so, the duration/details thereof;
  - b) Whether cleared from vigilance angle;
  - c) Age;
  - d) Whether working in North East State/J&K;
  - e) A brief in 50-100 words justifying the nomination.
5. The course covers the cost of a round-trip air ticket between international airport designated by JICA and Japan; travel insurance from the time of arrival in Japan to departure from Japan; allowances for (accommodation, living expenses, outfit and shipping); expenses for JICA study tours and free medical care for participants who may fall ill after reaching Japan (costs relating to pre-existing illness, pregnancy, or dental treatment are not included).

6. It is, therefore, requested that the nomination of suitable candidates may please be forwarded **(in two copies) in JICA's prescribed format** to this Department duly authenticated by the HOD of the concerned department in accordance with the eligibility criteria.

7. The applications should reach this Department through the Administrative Ministry/Department/State Government not later than **21.09.2016**. Nominations received after the prescribed date may not be considered. The details of the programme (General Information Brochure) and application form may be drawn from the website of Training Division, DoPT which may be accessed through the link <http://persmin.gov.in/otraining/index.aspx>



(P. K. Pattraik)

Under Secretary to the Government of India

Tele no: 011-26165682

Copy to:

- a) Secretary, D/o Empowerment of Persons with Disabilities, Shastri Bhawan, New Delhi.
- b) Secretary, D/o Health and Family Welfare, Nirman Bhawan, New Delhi.
- c) Chief Secretaries to State Governments/Union Territories (with request to circulate the same amongst related Departments/Organizations under them).
- d) Senior Representative, JICA India Office, New Delhi -110001.
- e) NIC with request to post the circular along with the JICA's circular on this Department's website.



# Knowledge Co-Creation Program (Group & Region Focus)

## GENERAL INFORMATION ON

### Intellectual & Developmental Disabilities in Community Activities

### 課題別研修「地域活動としての知的・発達障害者支援」 JFY 2016

NO. J16-04428 / ID. 1684534

Course Period in Japan: From January 9<sup>th</sup>, 2017 to 18<sup>th</sup> February 2017

Course Period in Cambodia: From February 19<sup>th</sup>, 2017 to March 4<sup>th</sup>, 2017

This information pertains to one of the JICA Knowledge Co-Creation Program (Group & Region Focus) of the Japan International Cooperation Agency (JICA), which shall be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both Governments.

#### 'JICA Knowledge Co-Creation Program (KCCP)' as a New Start

In the Development Cooperation Charter which was released from the Japanese Cabinet on February 2015, it is clearly pointed out that *"In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together."* We believe that this 'Knowledge Co-Creation Program' will serve as a center of mutual learning process.

# ***I. Concept***

## **Background**

September in 2015, at the meeting of United Nations, Sustainable Development Goals (SDGs) has been adopted instead of MDGs. The slogan of this New Goals is “No one will be left behind”. So “No one” means every person who includes persons with disabilities.

However many people, especially living in developing countries, has been suffered from poverty and they have not been able to get equal chance to others. It is said that only 0.1-10% can reach the specialized supports among all the People with Intellectual Disabilities (PWID) in Developing Countries. Furthermore, many of local residents do not respect human rights of PWID, and therefore, the quality of their lives remains low.

Under this situation, it is required to consider establishing a system of supports for PWID with the following aspects:

- which does not cause regular expenses,
- which may target on all the people who need supports (all PWID), and
- which can promote the local residents' understandings to PWID.

The system which satisfies all the requirements mentioned above is "Support to PWID among Local Residents".

## **For what?**

This program is intended:

1. to analyze the Situation of PWID in the respective countries / areas,
2. to introduce the Situation of PWID in Japan,
3. to analyze the Community approach to support PWID in developing countries, and
4. to formulate/ implement an Action Plan to improve the situation of PWID in the countries / areas.

## **For whom?**

This program is offered to executive personnel who are responsible for field programs for community development, social welfares (especially welfare for persons with disabilities), community health, or Community Based Rehabilitation (CBR) centers for persons with intellectual disabilities.

## **How?**

This program is consisted of three parts, which are Preliminary Phase, Core Phase and Final Phase, and participants shall have following opportunities and assignments each.

<Preliminary Phase in respective home country>

- Preparation of Inception Report

<Core Phase>

In Japan

- Lectures, Dialogues, Case Studies and Field Studies
- Analysis of situation of society and PWID in respective home country
- Management skills
- Small group training

In Cambodia

- Discussion and Field Studies
- Submission of Action Plan

<Finalization Phase in respective home country>

- Implementation of Action Plan
- Report the progress

## **II. Description**

**1. Title (J-No.): Intellectual & Developmental Disabilities in Community Activities (J1604428)**

**2. Course Period**

This course consists of two parts: in Japan and in Cambodia

In Japan: January 9<sup>th</sup> to February 18<sup>th</sup>, 2017

In Cambodia: February 19<sup>th</sup> to March 4<sup>th</sup>, 2017

**3. Target Regions or Countries**

Afghanistan, Colombia, India, Indonesia, Myanmar, Pakistan, Serbia, Solomon Islands, Sri Lanka and Uruguay

**4. Eligible / Target Organization**

National/Local Organizations which conducts field programs for community development, social welfares (especially welfare for persons with disabilities), community health, or Community Based Rehabilitation (CBR) centers for persons with disabilities.

Executive personnel who are responsible for those programs are recommended.

**5. Course Capacity (Upper limit of Participants)**

12 participants

**6. Language to be used in this program:** English

**7. Course Objective:**

Action Plan, towards Community Approach for persons with intellectual disabilities (PWID), is formulated, shared among organization where the participant belongs to, and implemented.

**8. Overall Goal**

Activities in a community to support PWIDtarts with the behavior change of local residents to the PWID.

### Expected Module Output and Contents:

This program consists of the following components. Details on each component are given below:

<b>(1) Preliminary Phase in a participant's home country</b> (December 2016) <i>Participating organizations make required preparation for the Program in the respective country.</i>	
Expected Module Output	Activities
Inception Report is formulated	Formulation and submission of Inception Report. (Annex 2)

<b>(2) Core Phase in Japan / Cambodia</b> (January 9 <sup>th</sup> to March 4 <sup>th</sup> , 2017) <i>Participants dispatched by the organizations attend the Program implemented in Japan and in Cambodia.</i>		
Expected Module Output	Subjects/Agendas	Methodology
1. To recognize the importance of support system for PWID that can be carried out with the resource available in the community	1. Analyze situation of PWID including the services provided. 2. Learn their life (characteristics, their needs for life) 3. Support and resources available	-Workshop -Lectures. -Sight visits
2. To recognize that PWID enjoy Human Right as well as the others do.	1. Japanese Law and System for PWID to protect fundamental Human Rights. 2. Services provided for PWID. 3. Parent Association, Civil Society, PWID themselves.	-Lectures, -Sight visits -Discussions
3. To understand that PWID can enjoy their life when community understand and support them, even in the case the services by the government are not enough.	1. Services for PWID through the visit to small city/village where Community works well in cooperation with local government.	-Study Trip in Japan -Discussions

<p>4. To understand that community projects for PWID may be successful in a certain condition available. (PLA is acquired.)</p>	<p>1. Case study of a Community Project supporting PWID 2. PLA (Participatory Learning and Action)</p>	<p>-Workshop -Discussion</p>
<p>5. To understand that community can analyze the situation of itself including PWID. (Action Plan is formulated.)</p>	<p>1. PLA exercise 2. Analyze effectiveness of community project in a village. 3. Action Plan</p>	<p>-Field Trip in Cambodia -Discussion -Individual consultation</p>

### **(3)Finalization Phase in a participant's home country**

(March 2017 to August 2017)

*Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.*

Expected Output	Module Activities
<p>To implement Action Plan. (Report the progress is required.)</p>	<p>1. To share Action Plan among organization where the participant belongs to. 2. To Implement the Plan. 3. Report the progress to JICA.</p>

### **<Structure of the program>**

Phase(Period)	Activities
<p>Core Phase in Japan (January to February 2017)</p>	<ul style="list-style-type: none"> <li>● Analyze the situation of PWID in respective countries</li> <li>● Lectures and field visit on: <ul style="list-style-type: none"> <li>-- Japanese law, system and services for PWID</li> <li>-- Early finding / intervention</li> <li>-- Inclusive education</li> <li>-- Special needs education</li> <li>-- Autism</li> <li>-- Rehabilitation</li> <li>-- Advocacy</li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>-- Parents association</li> <li>-- Civil society movement</li> <li>-- Promoting employment</li> <li>-- Self-advocacy, marriage life</li> <li>-- Independent living</li> <li>-- CBR</li> <li>● Small group training focused on each individual's needs.</li> <li>● Study trip to observe activities in other areas</li> <li>● Management skills(PLA: Participatory Learning and Action)</li> </ul>
<p>Core Phase in Cambodia (February 2017)</p>	<ul style="list-style-type: none"> <li>● Lectures on history, economy, life of PWID and community approach to support PWID in the country.</li> <li>● Field visits</li> <li>● Exercise (PLA)</li> <li>● Formulate an action plan</li> <li>● Evaluation</li> </ul>

### **III. Conditions and Procedures for Application**

#### **1. Expectations from the Participating Organizations:**

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use the project for those specific purposes.
- (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the project to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.

#### **2. Nominee Qualifications:**

Applying Organizations are expected to select nominees who meet the following qualifications. Please note that nominees would not necessarily be employed by the applying organizations, as long as they are selected officially by the organizations for their specific purposes. However, the nominees must be either persons who are engaged in the said field or directly related to program subject.

##### **(1) Essential Qualifications**

- 1) be nominated by their government in accordance with the procedures,
- 2) Current Duties: be personnel who are responsible for administration, planning and implementation of field programs for community development, social welfare (especially welfare of persons with disabilities), community health, or Community-Based Rehabilitation (CBR) centers for persons with intellectual disabilities
- 3) be expected to continue his/ her duty on his/her return,
- 4) Language: have a good command of spoken and written English official.
- 5) Health: must be in good health, both physically and mentally, to undergo the training. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.
- 6) not have participated in this training course in the past.

##### **(2) Recommendable Qualifications**

- 1) Expectations for the Participants: have minimum of three years of experiences as a project manager/coordinator, and
- 2) Age: be more than 30 years of age with university diploma or equivalent academic background.

#### **3. Required Documents for Application**

- (1) **Application Form:** The Application Form is available at **the JICA office (or the**

**Embassy of Japan).**

**(2) Photocopy of passport:** to be submitted with the application form, if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it.

\*Photocopy should include the followings:

Name, Date of birth, Nationality, Sex, Passport number and Expire date.

**(3) Nominee's English Score Sheet:** to be submitted with the application form. If you have any official documentation of English ability. (e.g., TOEFL, TOEIC, IELTS)

**(4) Questionnaire about General Information:** to be submitted with the application form. Fill in **ANNEX-1** of this General Information.

**(5) Questionnaire on disability:** to be submitted with the application form if necessary. Fill in **ANNEX-3**(for the person with disability)

**4. Procedures for Application and Selection :**

**(1) Submission of the Application Documents:**

Closing date for applications: **Please inquire to the JICA office (or the Embassy of Japan).**

(After receiving applications, the JICA office (or the Embassy of Japan) will send them to **the JICA Center in JAPAN** by **October 1, 2016**)

**(2) Selection:**

After receiving the documents through proper channels from your government, the JICA office (or the embassy of Japan) will conduct screenings, and then forward the documents to the JICA Center in Japan. Selection will be made by the JICA Center in consultation with concerned organizations in Japan. *The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection.* Qualifications of applicants who belong to the military or other military-related organizations and/or who are enlisted in the military will be examined by the Government of Japan on a case-by-case basis, consistent with the Development Cooperation Charter of Japan, taking into consideration their duties, positions in the organization, and other relevant information in a comprehensive manner.

**(3) Notice of Acceptance**

Notification of results will be made by the JICA office (or the Embassy of Japan) **not later than November 18, 2016.**

**5. Document(s) to be submitted by accepted candidates:**

**(1) Inception Report** -- to be submitted by **December 16, 2016**

Before coming to Japan, only accepted candidates are required to prepare an Inception Report (detailed information is provided in the ANNEX 2). The Inception Report must be typewritten in a double-spaced format, and be sent to JICA Tokyo by **December 16, 2016**, preferably by e-mail to [ticthd@jica.go.jp](mailto:ticthd@jica.go.jp).

**(2) Request for Necessary Arrangement** -- Accepted candidates with lower limbs disabilities, who need assistance at the airport and on the airplane, are requested to submit the "**Request for Necessary Arrangement**" (**Annex-4**) to JICA Tokyo ([ticthd@jica.go.jp](mailto:ticthd@jica.go.jp)) by e-mail by **November 30, 2016**.

**6. Conditions for Attendance:**

- (1) to strictly adhere to the program schedule.
- (2) not to change the program topics.
- (3) not to extend the period of stay in Japan.
- (4) not to be accompanied by family members during the program.
- (5) to return to home countries at the end of the program in accordance with the travel schedule designated by JICA.
- (6) to refrain from engaging in any political activities, or any form of employment for profit or gain.
- (7) to observe Japanese laws and ordinances. If there is any violation of said laws and ordinances, participants may be required to return part or all of the training expenditure depending on the severity of said violation.
- (8) to observe the rules and regulations of the accommodation and not to change the accommodation designated by JICA.

## IV. Administrative Arrangements

### 1. Organizer:

(1) **Name:** JICA TOKYO

(2) **Contact:** ticthd@jica.go.jp

### 2. Implementing Partner: Under selection

### 3. Travel to Japan:

(1) **Air Ticket:** Following cost of air tickets will be borne by JICA.

- ① Between an international airport in respective country designated by JICA and Japan
- ② Between Japan and Cambodia
- ③ Between Cambodia and an international airport in respective country designated by JICA

(2) **Travel Insurance:** Coverage is from time of arrival in Japan up to departure from Cambodia. Thus traveling time outside Japan and Cambodia will not be covered.

### 4. Accommodation in Japan:

JICA will arrange the following accommodations for the participants in Japan:

Barrier-free rooms are prepared for wheelchair users.

JICA Tokyo International Center (JICA TOKYO)

Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan

TEL: 81-3-3485-7051 FAX: 81-3-3485-7904

(where "81" is the country code for Japan, and "3" is the local area code)

If there is no vacancy at JICA TOKYO, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of TIC at its URL,

Service Guide

[http://www.jica.go.jp/english/about/organization/domestic/c8h0vm0000023sgf-att/tokyo\\_service.pdf](http://www.jica.go.jp/english/about/organization/domestic/c8h0vm0000023sgf-att/tokyo_service.pdf)

Facility Guide

[http://www.jica.go.jp/english/about/organization/domestic/c8h0vm0000023sgf-att/tokyo\\_facilities.pdf](http://www.jica.go.jp/english/about/organization/domestic/c8h0vm0000023sgf-att/tokyo_facilities.pdf)

### 5. Expenses:

The following expenses will be provided for the participants by JICA:

- (1) Allowances for accommodation, meals, living expenses, outfit, and shipping
- (2) Expenses for study tours (basically in the form of train tickets.)
- (3) Free medical care for participants who become ill after arriving in Japan (costs

related to pre-existing illness, pregnancy, or dental treatment are not included)

**(4) Expenses for program implementation, including materials**

For more details, please see “III. ALLOWANCES” of the brochure for participants titled “KENSU-IN GUIDE BOOK,” which will be given before departure for Japan.

**6. Pre-departure Orientation:**

A pre-departure orientation will be held at the respective country’s JICA office (or Japanese Embassy), to provide participants with details on travel to Japan, conditions of the workshop, and other matters.

## ***V. Other Information***

1. **Visa for Cambodia:** Visa for Cambodia will be applied and issued in Japan.
2. **Certificate:** Participants who have successfully completed the course will be awarded a certificate by JICA.
3. Short trip is scheduled in the course, so please bring the small bag for the trip. And if you have a folding umbrella, we recommend to bring.
4. If you bring your own pc with you, Wi-Fi is available only in and around the Lounge & the Lobby of JICA Tokyo, not in the accommodation.

## **VI. ANNEX:**

- ANNEX-1 Questionnaire about General Information by **October 1, 2016**  
(for all candidates)
- ANNEX-2 Inception Report by **December 16, 2016**  
(for only accepted candidates)
- ANNEX-3 Questionnaire on disability by **October 1, 2016**  
(for the person with disability)
- ANNEX-4 Request for Necessary Arrangement by **November 30, 2016**.  
(for only accepted candidates with lower limbs disabilities)



## **ANNEX-1**

### **Intellectual & Developmental Disabilities in Community Activities 2016**

#### *Questionnaire*

(JFY 2016)

All applicants are required to fill in this form and submit together with the Application Form. (Please type or write in clear letters.)

1. Name:
2. Country:
3. Organization/Position
4. Outline of your Organization
5. Experience in fields and project/s  
Please describe the project/s you have been engaged in.
  - 1) Community Development:
  - 2) Community Health:
  - 3) Community Based Program for Persons with Disabilities (PWID)
  - 4) Social Welfare
6. Please describe your understanding on Intellectual Disability such as:
  - 1) Characteristics of Persons with Intellectual Disabilities (PWID)
  - 2) Law for PWID
  - 3) Services for PWIDuch as welfare, education and so on
  - 4) Situation of PWID in your country/area
  - 5) Others

## **ANNEX 2**

### **Intellectual & Developmental Disabilities in Community Activities 2016**

#### *Inception Report*

Accepted participants are requested to send an Inception Report to JICA Tokyo by **December 16, 2016**, preferably by e-mail to [ticthd@jica.go.jp](mailto:ticthd@jica.go.jp). Please include the course title and number, J1604428, in the e-mail title. Make sure to bring the report to Japan by data in USB memory sticks, or CD-ROMs

The main objective of this Inception Report is to promote mutual understandings at the Analyzing session which is scheduled at the beginning of the program. Participants are expected to share the activities of each participant and/or each country. Participants are also expected to clarify the problems and set up objectives for each through this report writing. It is preferred to be typewritten on A4 size paper, between 5 to 10 pages.

#### **1. General Information**

- (1) Name of Country
- (2) Area (sq. km)
- (3) Life expectancy
- (4) Infant mortality rate
- (5) Maternal mortality rate
- (6) Literacy rate
- (7) Population
  - broken down by
    - a) district
    - b) age (10 years)
    - c) income level (rich, middle, poor, poorest)
- (8) Education System (Number of schools & students in each district)
- (9) Health System (Number of hospitals in each district)
- (10) Major Industry (Number of people working for each industry)
- (11) Employment rate

#### **2. Intellectual and Developmental Disabilities**

- (1) Laws concerned with persons with Intellectual Disabilities
- (2) Financial Assistance for persons with Intellectual Disabilities
- (3) Services including CBR available for persons with Intellectual Disabilities
- (4) Number of services and those beneficiaries in each district

(province)

**3. Outline of your organization**

- (1) Background, vision, strategy
- (2) Major programs, covered areas, covered population, number of beneficiaries
- (3) Your position and duty

**4. Community Development program which include Intellectual Disability issues as one of the activities.(If you know any)**

**5. Situation of Persons with Intellectual Disabilities**

- (1) Diagnosis (professional responsible for diagnosis)
- (2) Education (Special Education and/or Integrated Education)
- (3) Vocational training and Job Opportunity
- (4) Support Organizations
  - a) governmental agencies
  - b) number of NGOs concerned with Persons with Intellectual Disabilities

**6. Based on the information above, what are the issues to solve to conduct effective supports for persons with Intellectual Disabilities?**





For only accepted candidates with lower limbs disabilities

## **ANNEX 4**

### **Intellectual & Developmental Disabilities in Community Activities 2016 *Request for Necessary Arrangement***

The accepted candidates with lower limbs disabilities are requested to submit "**Request for Necessary Arrangement**" (**Annex 3**) to the **JICA office (or the Embassy of Japan)** in your country by **August 26, 2016**. This ANNEX 3 is necessary for the airline company to prepare.

Please note that the airline company may inquire you through JICA office (or the Embassy of Japan) in your country some additional information.  
And please note that you may be requested to submit the medical certificate and you need to cover the cost.

## Request for Necessary Arrangement

To be filled out by passenger.

Name:	Age:	Sex:
1. Do you need the wheelchair service at the airport?		
Yes <input type="checkbox"/>	<input type="checkbox"/> Necessary for assistance to/from the cabin seat (WCHC) <input type="checkbox"/> Can not ascend/descend stairs, but can walk in the cabin (WCHS) <input type="checkbox"/> Can ascend/descend stairs, but can not walk long distance (WCHR)	
No <input type="checkbox"/>		
2. The reason of using wheelchair		
<input type="checkbox"/> Advanced age <input type="checkbox"/> Injury <input type="checkbox"/> Illness (Medical Form is required in the case of hospitalization) Name of Illness ( ) When have you been diagnosed with this illness? ( ) Have you undergone any surgery? If yes, please provide the date. ( ) <input type="checkbox"/> Aftereffects of injury/illness ( )		
3. Are you currently on any medication? If yes, please advise what kind of medicine. ( )		
4. Do you Travel with your own wheelchair?		
DRIVEN Yes <input type="checkbox"/>	POWER <input type="checkbox"/> Wet cell battery /Spillable/Non Sealed Type(WCBW) <input type="checkbox"/> Wet cell battery /Sealed Type <input type="checkbox"/> Dry (nickel-cadmium) battery (WCBC)	SIZE of the wheelchair: Length _____ cm / Width _____ cm / Height _____ cm / Weight _____ kg
	<input type="checkbox"/> Foldable <input type="checkbox"/> Non Foldable MANUAL <input type="checkbox"/> Foldable <input type="checkbox"/> Non Foldable	
No <input type="checkbox"/>		
Is seat with a gas spring system? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, it is categorized as “dangerous goods” and may be limited to be brought into aircraft.)		
*1: Power driven wheelchairs with spillable batteries are categorized as “dangerous goods” and are permitted to be brought to aircraft only under certain conditions, which will be judged by the airline company.		
*2: The number of power driven wheelchairs which are loaded into aircraft is limited, depending on cargo compartment capacity.		
*3: You are requested to check your wheelchair at the check-in counter because it takes time to load it.		
5. Can you sit upright during take-off and landing? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Is wheelchair service needed in cabin? (WCOB) <input type="checkbox"/> Yes <input type="checkbox"/> No		
6. Do you need help for taking a meal / using toilet in cabin? <input type="checkbox"/> Yes <input type="checkbox"/> No		
*If check “Yes”, <b>you need prepare a Medical Form or an escort for your travel.</b>		
7. Do you need an escort to travel with you?	<input type="checkbox"/> Yes <input type="checkbox"/> No *If check “Yes”, Please write the name of an escort.	
	Name : _____ <input type="checkbox"/> Physician <input type="checkbox"/> Nurse <input type="checkbox"/> Other( )	

Airline Company may inquire your height and weight because their staff may take you to a seat.  
 If you need to bring medicine to the airplane, you may be requested to prepare a certificate that the medicine is only for your private use and is necessary to take during the flight.

## *For Your Reference*

### **JICA and Capacity Development**

The key concept underpinning JICA operations since its establishment in 1974 has been the conviction that “capacity development” is central to the socioeconomic development of any country, regardless of the specific operational scheme one may be undertaking, i.e. expert assignments, development projects, development study projects, training programs, JOCV programs, etc.

Within this wide range of programs, Training Programs have long occupied an important place in JICA operations. Conducted in Japan, they provide partner countries with opportunities to acquire practical knowledge accumulated in Japanese society. Participants dispatched by partner countries might find useful knowledge and re-create their own knowledge for enhancement of their own capacity or that of the organization and society to which they belong.

About 460 pre-organized programs cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs are being customized to address the specific needs of different target organizations, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

### **Japanese Development Experience**

Japan was the first non-Western country to successfully modernize its society and industrialize its economy. At the core of this process, which started more than 140 years ago, was the “*adopt and adapt*” concept by which a wide range of appropriate skills and knowledge have been imported from developed countries; these skills and knowledge have been adapted and/or improved using local skills, knowledge and initiatives. They finally became internalized in Japanese society to suit its local needs and conditions.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from this “*adoption and adaptation*” process, which, of course, has been accompanied by countless failures and errors behind the success stories. We presume that such experiences, both successful and unsuccessful, will be useful to our partners who are trying to address the challenges currently faced by developing countries.

However, it is rather challenging to share with our partners this whole body of Japan’s developmental experience. This difficulty has to do, in part, with the challenge of explaining a body of “tacit knowledge,” a type of knowledge that cannot fully be expressed in words or numbers. Adding to this difficulty are the social and cultural systems of Japan that vastly differ from those of other Western industrialized countries, and hence still remain unfamiliar to many partner countries. Simply stated, coming to Japan might be one way of overcoming such a cultural gap.

JICA, therefore, would like to invite as many leaders of partner countries as possible to come and visit us, to mingle with the Japanese people, and witness the advantages as well as the disadvantages of Japanese systems, so that integration of their findings might help them reach their developmental objectives.





***CORRESPONDENCE***

For enquiries and further information, please contact the JICA office or the Embassy of Japan. Further, address correspondence to:

**JICA Tokyo International Center (JICA TOKYO)**  
**Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan**  
**TEL: +81-3-3485-7051 FAX: +81-3-3485-7904**

## Guidelines of Application Form for the JICA Training and Dialogue Program

The attached form is to be used to apply for the training and dialogue programs of the Japan International Cooperation Agency (JICA), which are implemented as part of the Official Development Assistance Program of the Government of Japan. Please complete the application form while referring to the following and consult with the respective country's JICA Office - or the Embassy of Japan if the former is not available - in your country for further information.

### 1. Parts of Application Form to be completed

#### 1) Which part of the form should be submitted?

It depends on the type of training and dialogue program you are applying for.

##### >Application for Group and Region Focused Training Program

Official application and Parts A and B including Medical History and Examination must be submitted.

##### >>Application for Country Focused Training Program including Counterpart Training Program

Part B including Medical History and Examination will be submitted. Official application and Part A need not to be submitted

#### 2) How many parts does the Application Form consist of?

The Application Form consists of three parts as follows;

##### Official Application

This part is to be confirmed and signed by the head of the relevant department/division of the organization which is applying.

##### Part A. Information on the Applying Organization

This part is to be confirmed by the head of the relevant department/division of the organization which is applying.

##### Part B. Information About the Nominee including Medical History and Examination

This part is to be completed by the person who is nominated by the organization applying. The applicants for Group and Region Focused Training Program are required to fill in **every item**. As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated "**required**" items as is shown on the Form.

Please refer to the General Information to find out which type the training and dialogue program that your organization applies for belongs to.

### 2. How to complete the Application Form

In completing the application form, please be advised to:

- (a) carefully read the General Information (GI) for which you intend to apply, and confirm if the objectives and contents are relevant to yours,
- (b) be sure to write in the title name of the course/seminar/workshop/project accurately

- according to the GI, which you intend to apply,
- (c) use a typewriter/personal computer in completing the form or write in **block letters**,
  - (d) fill in the form in **English**,
  - (e) use  or  to fill in the ( ) check boxes,
  - (f) attach a picture of the Nominee,
  - (g) attach additional page(s) if there is insufficient space on the form,
  - (h) prepare the necessary document(s) described in the General Information (GI), and attach it (them) to the form,
  - (i) confirm the application procedure stipulated by your government, and
  - (j) submit the original application form with the necessary document(s) to the responsible organization of your government according to the application procedure.

Any information that is acquired through the activities of the Japan International Cooperation Agency (JICA), such as the nominee's name, educational record, and medical history, shall be properly handled in view of the importance of safeguarding personal information.

### **3. Privacy Policy**

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#### **1) Scope of Use**

Any information used for identifying individuals that is acquired by JICA will be stored, used, or analyzed only within the scope of JICA activities. JICA reserves the right to use such identifying information and other materials in accordance with the provisions of this privacy policy.

#### **2) Limitations on Use and Provision**

JICA shall never intentionally provide information that can be used to identify individuals to any third party, with the following three exceptions:

- (a) In cases of legally mandated disclosure requests;
- (b) In cases in which the provider of information grants permission for its disclosure to a third party;
- (c) In cases in which JICA commissions a party to process the information collected; the information provided will be within the scope of the commissioned tasks.

#### **3) Security Notice**

JICA takes measures required to prevent leakage, loss, or destruction of acquired information, and to otherwise properly manage such information.

### **4. Copyright policy**

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Participants of the JICA Training and Dialogue program are requested to comply with the following copyright policy;

Article 1. Compliance matters with participants' drafting of documents (various reports, action plans, etc.) and presentations (report meetings, lectures, speeches, etc.)

1. Any contents of the documents and presentations shall be created by themselves in principle.



2. Comply with the following matters, if you, over the limit of quotation, have to use a third person's work (reproduction, photograph, illustration, map, figure, etc.) that is protected under laws or regulations in your country or copyright-related multinational agreements or the like:

- (1) Obtain license to use the work on your own responsibility. In this case, the scope of the license shall meet the provisions of Article 2.
- (2) Secure evidential material that proves the grants of the license and specifies the scope of the license.
- (3) Consult with the third party and perform the payment procedure on your own responsibility regarding negotiations with a third person about the consideration for granting the license and the procedure for paying the consideration,.

Article 2. Details of use of works used for training

- (1) The copyright on a work that a participant prepares for a training course shall belong to the trainee. The copyright on the parts where a third party's work is used shall belong to the third party.
- (2) When using texts, supplementary educational materials and other materials distributed for the JICA training courses, participants shall comply with the purposes and scopes approved by each copyright holder.



Training Programs under Technical Cooperation with the Government of Japan

## Application Form for the JICA Training and Dialogue Program

### OFFICIAL APPLICATION

(to be confirmed and signed by the head of the relevant department / division of the applying organization)

**1. Title:** (Please write down as shown in the General Information)

**2. Number:** (Please write down as shown in the General Information)

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**3. Country Name:**

**4. Name of Applying Organization:**

**5. Name of the Nominee(s):**

1)	3)
2)	4)

Our organization hereby applies for the training and dialogue program of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs.

Date:		Signature:	
Name:			
Designation / Position		Official Stamp	
Department / Division			
Office Address and Contact Information	Address:		
	Telephone:	Fax:	E-mail:

-----  
**Confirmation by the organization in charge (if necessary)**

I have examined the documents in this form and found them true. Accordingly I agree to nominate this person(s) on behalf of our government.

Date:		Signature:	
Name:			
Designation / Position		Official Stamp	
Department / Division			



**Part A: Information on the Applying Organization**

(to be confirmed by the head of the department / division)

**1. Profile of Organization**

1) Name of Organization:

2) The mission of the Organization and the Department / Division:

**2. Purpose of Application**

1) Current Issues: Describe the reasons for your organization claiming the need to participate in the training and dialogue program, with reference to issues or problems to be addressed.

2) Objective: Describe what your organization intends to achieve by participating in the training and dialogue program.



**3) Future Plan of Actions: Describe how your organization shall make use of the expected achievements, in addressing the said issues or problems.**

**4) Selection of the Nominee: Describe the reason(s) the nominee has been selected for the said purpose, referring to the following view points; 1) Course requirement, 2) Capacity /Position, 3) Plans for the candidate after the training and dialogue program, 4) Plan of organization and 5) Others.**





**9) Contact Information**

Office	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:
Home	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:
Contact person in emergency	Name:	
	Relationship to you:	
	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:

**10) Others (if necessary)**

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**4. Career Record****1) Job Record (After graduation)**

Organization	City/ Country	Period		Position or Title	Brief Job Description
		From Month/Year	To Month/Year		

**2) Educational Record (Higher Education)(required)**

Institution	City/ Country	Period		Degree obtained	Major
		From Month/Year	To Month/Year		



**3) Training or Study in Foreign Countries; please write your past visits to Japan specifically as much as possible, if any.**

Institution	City/ Country	Period		Field of Study / Program Title
		From Month/Year	To Month/Year	

**5. Language Proficiency (required)**

1) Language to be used in the program (as in GI)					
Listening	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Speaking	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Reading	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Writing	( ) Excellent	( ) Good	( ) Fair	( ) Poor	
Certificate (Examples: TOEFL, TOEIC)					
2) Mother Tongue					
3) Other languages ( )		( ) Excellent	( ) Good	( ) Fair	( ) Poor

<sup>1</sup> Excellent: Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative essays.

<sup>1</sup> Good: Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.

<sup>1</sup> Fair: Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.

<sup>1</sup> Poor: Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.



**6. Expectation on the applied training and dialogue program**

**1) Personal Goal: Describe what you intend to achieve in the applied training and dialogue program in relation to the organizational purpose described in Part A-2.**

**2) Relevant Experience: Describe your previous vocational experiences which are highly relevant in the themes of the applied training and dialogue program. (required)**

**3) Area of Interest: Describe your subject of particular interest with reference to the contents of the applied training and dialogue program. (required)**

**\*7. Declaration (to be signed by the Nominee) (required)**

I certify that the statements I made in this form are true and correct to the best of my knowledge.

If accepted for the program, I agree:

- (a) not to bring or invite any member of my family (except for the program whose period is one year or more),
- (b) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating government and the Japanese Government regarding the program,
- (c) to follow the program, and abide by the rules of the institution or establishment that implements the program,
- (d) to refrain from engaging in political activity or any form of employment for profit or gain,
- (e) to return to my home country at the end of the activities in Japan on the designated flight schedule arranged by JICA,
- (f) to discontinue the program if JICA and the applying organization agree on any reason for such discontinuation and not to claim any cost or damage due to the said discontinuation.
- (g) to consent to waive exercise of my copyright holder's rights for documents or products that are produced during the course of the project, against duplication and/or translation by JICA, as long as they are used for the purposes of the program.
- (h) to approve the privacy policy and the copyright policy mentioned in the Guidelines of Application.

JICA's Information Security Policy in relation to Personal Information Protection

JICA will properly and safely manage personal information collected through this application form in accordance with JICA's privacy policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulgence, loss or damages of such personal information.

Unless otherwise obtained approval from an applicant itself or there are valid reasons such as disclosure under laws and ordinances, etc., and except for the following 1.-3., JICA will neither



provide nor disclose personal information to any third party. JICA will use personal information provided only for the purposes in the following 1.-3 and will not use for any purpose other than the following 1.-3 without prior approval of an applicant itself.

1. To provide technical training to technical training participants from developing countries.
2. To provide technical training to technical training trainees from developing countries under the CitizensCooperation Activities..
3. In addition to 1. and 2. above, if the government of Japan or JICA determines necessary in the course of technical cooperation.

Date:	Signature:
	Print Name:

**MEDICAL HISTORY AND EXAMINATION****1. Present Status**

(a) Do you currently use any drugs for the treatment of a medical condition? (Give name &amp; dosage.)

<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of Medication ( _____ ), Quantity ( _____ )
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(b) Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes ( _____ months )
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(c) Are you allergic to any medication or food?

<input type="checkbox"/> No	<input type="checkbox"/> Yes >>> <input type="checkbox"/> Medication <input type="checkbox"/> Food <input type="checkbox"/> Other:
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(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

( _____ )
<i>Note: Disability does not lead to exclusion of persons with disability from the program. However, upon the situation, you may be directly inquired by the JICA official in charge for a more detailed account of your condition.</i>

**2. Medical History**

(a) Have you had any significant or serious illness? (If hospitalized, give place &amp; dates.)

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Name of illness ( _____ ), Place & dates ( _____ )
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition ( _____ )

(b) Have you ever been a patient in a mental hospital or been treated by a psychiatrist?

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Name of illness ( _____ ), Place & dates ( _____ )
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition ( _____ )

(c) High blood pressure

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition ( _____ ) mm/Hg to ( _____ ) mm/Hg

(d) Diabetes (sugar in the urine)

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes>>Present Condition ( _____ )
		Are you taking any medicine or insulin? <input type="checkbox"/> No <input type="checkbox"/> Yes

(e) Past History: What illness(es) have you had previously?

<input type="checkbox"/> Stomach and Intestinal Disorder	<input type="checkbox"/> Liver Disease	<input type="checkbox"/> Heart Disease	<input type="checkbox"/> Kidney Disease
<input type="checkbox"/> Tuberculosis	<input type="checkbox"/> Asthma	<input type="checkbox"/> Thyroid Problem	
<input type="checkbox"/> Infectious Disease >>> Specify name of illness ( _____ )			
<input type="checkbox"/> Other >>> Specify ( _____ )			

(e) Has this disease been cured?

<input type="checkbox"/> Yes	<input type="checkbox"/> No (Specify name of illness)
	Present Condition: ( _____ )

**3. Other: Any restrictions on food and behavior due to health or religious reasons?**

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I certify that I have read the above instructions and answered all questions truthfully and completely to the best of my knowledge.

I understand and accept that medical conditions resulting from an undisclosed pre-existing condition may not be financially compensated by JICA and may result in termination of the program.

Date:	Signature:
	Print Name: